

STATE OF MARYLAND
DEPARTMENT OF HEALTH
PRE-APPLICATION CONFERENCE

STANDARD GRANT AGREEMENT (SGA)
REQUEST FOR APPLICATIONS (RFA)
FOR
WOMEN'S HEALTH CLINICAL CARE TRAINING PROGRAM

SOLICITATION NO. PHPA 2340
EMMA NO. BPM036518

WEDNESDAY, MARCH 29, 2023
2:00 P.M.
VIA GOOGLE MEET TELECONFERENCE

PRESENT FROM MARYLAND DEPARTMENT OF HEALTH:

SHERIDA STUDWOOD, Procurement Officer
KIAUNA GRAHAM
NIKITA REAL
AUGUSTUS WOYAH
DANIELLE A. FIELDS
KIMBERLY HERNANDEZ
SAMANTHA RITTER

VENDORS PRESENT:

MARY FRANK, National Abortion Federation
ELEANORA TURNER, National Abortion Federation
ONDINE QUINN, Provide
ADA HORSFALL, M.D., Medicalinics
BRENDAN HARRISON, University of Maryland
Department of Obstetrics, Gynecology, and
Reproductive Sciences
KYRAN RICHARDSON, University of Maryland
Department of Obstetrics, Gynecology, and
Reproductive Sciences

REPORTED BY: DEBORAH B. GAUTHIER, Notary Public

1 P R O C E E D I N G S

2 MS. STUDWOOD: We're going to go ahead and
3 get started.

4 MS. GRAHAM: Sounds good.

5 MS. STUDWOOD: All right. The first thing
6 I'd like to -- I am missing Danielle. All right.
7 First, I'd like to go over some conference rules.
8 Okay. Thank you for coming. This is the Pre-
9 Application Conference for Wednesday, March 29th, 2023
10 at two p.m., Request for Applications (RFA), Women's
11 Health Clinical Training Program, Solicitation Number
12 2340, eMMA Number BPM036518. And I'm going to ask
13 Nikita -- oh, no, I'm sorry -- Danielle, if you can go
14 over to conference rooms on the screen -- I'll make it
15 a little bigger for you.

16 MS. REAL: You want me to read for you,
17 Danielle?

18 MS. FIELDS: Yes.

19 MS. REAL: Conference Rules. This virtual
20 Pre-Application Conference is being recorded. Using
21 the chat feature, vendors are asked to sign in with the

1 following information: full name; name of your
2 organization; e-mail address; phone number; and MBE,
3 yes or no. We ask that all participants hold their
4 questions until the Q-and-A portion of the conference.
5 We prefer that participants ask questions -- where was
6 I -- we prefer that participants ask questions using
7 the chat feature in Google Meet. Please note that all
8 questions will be read aloud by myself or those on the
9 phone and addressed verbally by a MDH staff member.
10 Also note that all panelists and participants can view
11 all questions and comments when submitted in the chat
12 feature. However, you may also raise your hand
13 virtually and wait to be called upon by the Procurement
14 Officer. We ask that all recipients remain muted or
15 silent during the conference until called upon to
16 speak.

17 MS. STUDWOOD: Okay. Great. Thank you,
18 Nikita. All right. Again, I'm going to say this
19 meeting is being recorded as soon as I press the
20 button. Nikita, can you press the button? The button
21 is not working for me.

1 MS. REAL: Oh, I'm not -- do I have that? I
2 don't have that feature for --

3 MS. STUDWOOD: Let me see. Oh, no, it's --

4 MS. REAL: "Manage recording"?

5 MS. STUDWOOD: Yes, "Manage recording".

6 MS. REAL: Starting.

7 MS. STUDWOOD: Great. Okay. Waiting for it
8 to turn red. All right. Great. All right. First,
9 I'd like to say good afternoon and welcome. My name is
10 Sherida Studwood. I'm from the Office of Prevention
11 and Health Promotion Administration, and I'm here today
12 to help you understand the process for the Request for
13 Applications (RFA). If further clarification is needed
14 after this meeting, I can be reached by e-mail at
15 phpa.procurement@maryland.gov.

16 This meeting is to review the RFA for Women's
17 Health Clinical Training Program. At this time, I'm
18 going to ask the -- I'm actually not going to do that
19 -- I'm going to ask that the attendees introduce
20 themselves by providing their full name and the name of
21 their organization, and I also ask that they put this

1 information in the chat box. And I'm going to start
2 off with Mary.

3 MS. FRANK: Hi. Good afternoon, everyone.
4 Thank you so much for having this call. My name is
5 Mary Frank, and I am with the National Abortion
6 Federation.

7 MS. STUDWOOD: Thank you, Mary. Ada. I have
8 an Ada Horstell (phonetic) -- Horsfall. I have some
9 trouble with names.

10 DR. HORSFALL: Hey, good afternoon. I'm Ada
11 Horsfall. Medicalincs is our organization. And did
12 you want me to -- we're an MBE, yes. Is that what you
13 wanted?

14 MS. STUDWOOD: Yes, that's correct.

15 DR. HORSFALL: Okay. Thank you.

16 MS. STUDWOOD: Thank you. Brendan. I see
17 you Brendan, but I can't hear you.

18 (No response.)

19 MS. STUDWOOD: All right. So Brendan
20 Harrison, we can see him, but we can't hear him. He's

1 going to put his information in the chat box. Okay.

2 Eleanora Turner.

3 MS. TURNER: Hi, everyone. My name is Nora
4 Turner, and I work with Mary at the National Abortion
5 Federation.

6 MS. STUDWOOD: Thank you. Kyran Richardson.

7 MR. RICHARDSON: Yes. Hello. My name is
8 Kyran Richardson. I'm with the University of Maryland
9 Baltimore. I actually work with Brendan Harrison, so
10 (indiscernible) as well. So we're at the University of
11 Maryland Baltimore Ob-Gyn Department.

12 MS. STUDWOOD: Thank you. So he introduced
13 Brendan for us.

14 MR. RICHARDSON: Yeah.

15 MS. STUDWOOD: Mary Frank. Oh, I already
16 called you, Mary. Sorry. Odin (phonetic) Quinn.

17 MS. QUINN: Hi. I'm Ondine Quinn, and I work
18 for Provide.

19 MS. STUDWOOD: My apologies if I am
20 butchering your name. Okay. Debbie Gauthier.

1 THE REPORTER: Hi. I'm Debbie Gauthier, and
2 I'm the court reporter for today.

3 MS. STUDWOOD: Okay. Thank you for
4 reporting, Debbie. Okay. All right. Did I miss any
5 of the attendees?

6 (No response.)

7 MS. STUDWOOD: All right. Great. So moving
8 on, I'm also going to ask you to put this information
9 in the chat box as well, and be sure you include your
10 full name, name of your organization, e-mail address,
11 phone number, MBE-yes or no, 'cause we may have to
12 contact you. Okay. So -- all right. So the
13 Department intends to make a single award as a result
14 of this RFA.

15 I would ask that the attendees carefully
16 review Section 2, Mandatory Requirements, beginning on
17 page six of the RFA. The Applicant must provide with
18 its Application that the following mandatory
19 requirements have been met. Per Section 2.1.1, The
20 Applicant shall be a social organization, as defined
21 per Section 7-402 of the State Finance and Procurement

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1 Article of the Annotated Code of Maryland or a local,
2 State government agency, public college, or state
3 university.

4 Per Section 2.1.2, for social organization
5 Applicants (not local, State government agency, public
6 college, or state university), the Applicant must be a
7 nonprofit organization, classified by the IRS as
8 tax-exempt under Section 501(c)(3) of the Internal
9 Revenue Code. Applications must include attachments of
10 the following documentation from the applicant.

11 Required documentation: Documentation of tax-exempt
12 status of the Applicant or the Applicant's fiscal
13 sponsor.

14 Per Section 2.1.3, the applicant should have
15 demonstrated experience in abortion care training
16 programs at community-based and hospital-based provider
17 sites. The required documentation: The applicant
18 should demonstrate this by providing two letters of
19 references within the last eight years, references to
20 include full name of contact, name of organization,
21 phone number, and e-mail address. Please note that all

1 documentation will be posted to the eMaryland
2 Marketplace (eMMA) website. And I have a cold, so
3 forgive me. In order to receive a contract award from
4 the State of Maryland, the vendor must be registered on
5 eMMA. Registration is free. Please review Section 1.5
6 for details located on page four.

7 I would like to stress to everyone today that
8 any questions asked during the question-and-answer
9 portion of this meeting should also be submitted to the
10 Department in writing for clarity. The questions and
11 answers, along with the minutes and other documents, if
12 required, will be posted to the eMaryland Marketplace
13 website as quickly as possible.

14 Carefully review Section 1.6, Questions, on
15 page four regarding how to submit questions subsequent
16 to this Pre-Application Conference. Questions to the
17 Procurement Officer, Sherida Studwood, shall be
18 submitted via e-mail address only. Please identify in
19 the subject line the solicitation number and title.
20 Questions should also be submitted no later than the
21 date indicated on the Key Information Summary Sheet.

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1 The Procurement Officer, based on the availability of
2 time to research and communicate an answer, shall
3 decide whether an answer can be given before the
4 Application due date. Given that, try to submit your
5 questions as soon as possible.

6 If the RFA is revised before the Application
7 due date, the Department shall provide an addendum,
8 which will be uploaded to eMMA. It is the
9 responsibility of the Applicant to check eMMA regularly
10 for additional documentation, addenda, et cetera.

11 Some points I would like to emphasize. The
12 Contract type used for this solicitation is a Firm
13 Fixed Price. There are several steps involved in this
14 method, so your attention to the solicitation
15 documentation is crucial to the successful submission
16 of your Proposal.

17 The Mandatory Requirements must be met. It
18 is a pass or fail section, as listed in Section 2 on
19 page six. The Contract Requirements - Scope of Work is
20 listed on Section 3.2, beginning on page 8. This gives
21 an outline of the responsibilities expected of the

1 Applicants and gives a clear understanding of what the
2 Department expects from the successful Applicant in the
3 provision of the services. Please note, a
4 representative from the Program's staff will provide an
5 overview of the Scope of Work shortly.

6 Proposal Format. Applications are required
7 to be submitted -- submit their response in two parts
8 in eMMA. See Section 4, Application Format, beginning
9 on page 15, which also clearly lists the submission
10 requirements. I would like to stress that your RFA
11 shall be submitted as Volume I, Project Narrative, and
12 Volume II, Budget Justification and Narrative.

13 The Evaluation Committee, Evaluation
14 Criteria, and Selection Procedure are outlined in
15 Section 5 on page 21. Your Application will be
16 evaluated by a committee organized for that purpose and
17 will be based on the criteria set in this RFA. The
18 Project Narrative evaluation criteria listed is in
19 descending order of importance and can be found in
20 Section 4.3 on page 15. And the Budget Narrative
21 evaluation criteria is listed in Section 4.3 on page

1 16. The Selection Procedure is highlighted in Section
2 5.4 on page 18. As noted, the Grant will be awarded in
3 accordance with the Standard Grant Agreement method
4 outlined in this announcement.

5 The RFA attachments are listed on page 19, so
6 carefully review the attachments that are required.
7 Other than composing your Project Narrative and Budget
8 Narrative, the most important matter is to have your
9 Application submitted by the date, time, and location
10 in eMMA before the due date. Applications are due no
11 later than May 15th, 2023, two p.m. Eastern Standard
12 Time via electronic submission to eMaryland Marketplace
13 Advantage. No Applications will be accepted after that
14 time, and they will not be accepted in any other
15 method.

16 Please remember that, after this Pre-
17 Application Conference, Applicants may have questions
18 answered that they may -- that may help them further
19 understand the RFA. Please keep in mind that the
20 answers to your questions, if they are significant in
21 nature, will be posted to the eMaryland Marketplace

1 website for all to see. Therefore, allow sufficient
2 time for processing. Again, if you have any comments
3 or questions about the procurement process, you may
4 contact me at the e-mail address listed in Section 1.6.
5 Before questions are taken, please -- let me see -- I
6 don't want to say that. So before I turn this over to
7 the Program to provide an overview of the Scope of
8 Work, I'd like to know are there any questions so far?

9 (No response.)

10 MS. STUDWOOD: No? Everybody's good. All
11 right. So I would now like to turn this over to our
12 Program representative and you can take it over.

13 MS. GRAHAM: Okay. Thank you. Can everybody
14 hear me?

15 MS. STUDWOOD: I can.

16 MS. GRAHAM: Okay. Good, good. Let me see,
17 I do have slides, Sherida, so can I present?

18 MS. STUDWOOD: I will stop sharing.

19 MS. GRAHAM: Okay. Thank you. Just one
20 second.

1 (Whereupon, slide presentation was displayed
2 on screen.)

3 MS. GRAHAM: Okay. So good afternoon and
4 welcome, everyone. I am Kiauna Graham representing the
5 Maternal Child Health Bureau, which is in our
6 (indiscernible) administration, Prevention and Health
7 Promotion. So, next, a little bit on our mission --
8 well our mission and vision. Give me just a moment to
9 skim that. (Brief pause.) Okay. And then -- so I'm
10 providing a summary of RFA today, and, as you know,
11 everything is posted on eMMA, all the questions and
12 answers will be posted as well, so Sherida already went
13 though that.

14 All right. So just a little bit about our
15 programs. The program I'm representing is the Maryland
16 Family Planning Program. We have a nearly 50-year
17 history with the Federal Maryland -- or the Federal
18 Title X Program. We are a grantee. We also receive
19 supplemental support by general State funds. So our
20 Program collaborates with public and private agencies
21 to provide comprehensive family planning health

1 services in 64 clinical service sites in 22
2 jurisdictions throughout Maryland. So the Maryland
3 Family Planning Program delivers comprehensive high-
4 quality reproductive health services and related
5 preventive health services to all Marylanders, and
6 services are provided regardless of one's ability to
7 pay.

8 A little bit on our strengths. We have a
9 record of outstanding public health leadership that's
10 anchored in evidence-based, data driven, and
11 evaluation-guided program development, planning, and
12 implementation. We have a proven record of
13 establishing public and private partnerships through
14 the State, assuring access to high-quality reproductive
15 health services. We also lead coordination and
16 collaboration with federal and state programs with
17 significant impact on reproductive health policies and
18 services.

19 So now getting into this funding opportunity.
20 So the House Bill 937 establishes the Abortion Care
21 Access Act and also establishes the Abortion Clinical

1 Care Training Program at MDH -- and, hereafter, it will
2 be referred to as the "Reproductive Health Clinical
3 Training Program" -- and the Training Program Fund. So
4 MDH seeks to identify a coordinating organization with
5 experience in abortion care training programs to
6 increase the number of qualified health professionals
7 in community and hospital-based settings who are
8 trained to provide abortions.

9 Our goals with this funding opportunity are
10 to expand the number of healthcare professionals with
11 abortion care training; increase the racial and ethnic
12 diversity among healthcare professionals with this
13 training; and identify clinical sites in need of
14 training.

15 All right. Now I'll go through the Scope of
16 Work, which has eight components. So the first is a
17 Needs Assessment. So using the health equity
18 framework, we would like the organization to identify
19 communities in Maryland that would benefit from
20 additional providers, including clients with unmet
21 needs, current training programs and initiatives

1 related to abortion clinical care, and the numbers and
2 types of abortions provided. Two; Select clinical
3 training sites and establish training requirements. So
4 that means selecting clinical training sites and
5 administering grants to develop training programs to at
6 least two -- programs at two or more sites --
7 community-based provider sites. If additional funding
8 is available, administer those grants to other
9 community-based sites, hospital-based provider sites,
10 continuing education programs for qualified providers
11 through professional associations and other clinical
12 education programs. And for the training program
13 requirements, we would need them to be consistent with
14 evidence-based training standards, comply with any
15 applicable state laws and regulations, and focus on
16 provision of culturally congruent care and include
17 implicit bias training.

18 Okay. Three; Assist with matching applicants
19 to training programs. So that means assisting with the
20 interview and matching process; developing and
21 implementing a mechanism for potential trainees to

1 apply electronically; assisting providers who complete
2 the training with finding employment in abortion
3 provider roles. And four, Program Evaluation: Design
4 and implement a Program Evaluation Plan that includes
5 process and outcome measures. The fifth component is
6 communication with MDH. So that would mean presenting
7 an overview of the proposed Work Plan to MDH staff
8 within 30 days of the award; conducting regular
9 meetings with MDH staff to discuss the progress of the
10 Program; may initially be bi-weekly to monthly and then
11 spaced out to -- after establishment to quarterly.

12 Six, provide staffing. So the staffing
13 requirements are a Project Director to oversee the
14 project and staff to oversee each of the requirements
15 of the Scope of Work. So they have to oversee the
16 Needs Assessment, the training curriculum, the
17 evaluation plan; and note that a single individual may
18 fulfill multiple required staff roles, but the
19 justification for combining roles must be provided.
20 Multiple individuals may fulfill a single staffing
21 role, but the justification for additional staff must

1 be provided. And for staffing also, experience in
2 coordinating clinical care training programs is
3 preferred. Highlight this experience in the CV of the
4 relevant team members.

5 So Deliverables would be a Work Plan that is
6 due within 30 days after the award; abortion care Needs
7 Assessment report, which includes elements specified in
8 Section 3.2.1.2; an annual report to MDH on the
9 performance of the Program. A Task Summary is also a
10 component of the Scope of Work, so see Section 3.2.3.4
11 of the RFA for details. And the timelines here are
12 approximate. So for August -- due August 1st of this
13 year, present a Work Plan; conduct a Needs Assessment
14 and compile the report by December 31st of this year;
15 identify training sites and administer grants by March
16 31st of next year; assist with applicant selection and
17 matching to sites by April 30th of next year; the
18 implementation of the Program Evaluation Plan will be
19 ongoing; and provide an Annual Report by July 15th of
20 next year. So important to review are the key
21 objectives, the scope of work, the timeline and the

1 deliverables, the task summary, and the application
2 format. And, please, just a reminder that -- to please
3 read through the entire Request for Applications
4 document, including all the attachments. And an
5 understanding of the Program standards and requirements
6 is vital for successful applications. All right. And
7 that is it for me. Thank you.

8 MS. STUDWOOD: Thank you, Ms. Graham.

9 MS. GRAHAM: You're welcome.

10 MS. STUDWOOD: All right. So what I'm going
11 to do at this time, I'm going to open up the floor for
12 Q-and-A or questions and answers. I would to remind
13 you, anything that is said at this conference is not
14 sold until it's in writing. So I'm going to put myself
15 on mute. We do prefer that the questions be entered
16 into the chat and then read out loud for the other
17 individuals, but you also have the option to raise your
18 hand. So I'm going to open up the floor.

19 (No response.)

1 MS. STUDWOOD: Now, if nobody asks a
2 question, I'm going to start singing. Danielle -- or I
3 can always trust Danielle to do so. Yes, Mary.

4 MS. FRANK: Hi. Thank you. Are there -- I
5 know that in there you talked about developing a
6 curriculum. Are there any further guidelines about
7 that or is that based on -- you know, based on the
8 coordinating agency's preference or whatever?

9 MS. STUDWOOD: Ms. Graham, is that something
10 you want to address?

11 MS. GRAHAM: I'm unsure. There aren't any --
12 there aren't any other details on providing a
13 curriculum. I think we would lean on the
14 organization's, you know, experience and expertise to
15 kind of -- to get a sense of the curriculum.

16 MS. FRANK: Great. Thank you.

17 MS. STUDWOOD: I also want to remind the
18 attendees that we may not have all the answers here.
19 We do advise that you submit your questions in writing,
20 so that we can do a powwow and get you a uniform
21 answer, but, you know, we don't want to guess, so we do

1 advise if -- you know, if we need to, you know, table
2 it and get back to you, that's what we will do. So,
3 for clarity, Mary, I would suggest submitting that, and
4 then, you know, we'll look at it and then give you a
5 more -- additional clarification. Okay. Any other
6 questions?

7 (No response.)

8 MS. STUDWOOD: We were that thorough? All
9 right. So if there aren't any other questions -- and
10 just feel free to interrupt me while I'm talking if you
11 do have a question that you would like to ask, just,
12 you know, chime right in -- but I'll keep moving. And
13 I'm going to say it again. Anything said at this
14 conference, unless it's in writing it does not mean
15 anything. That's not the right way to say that, but
16 anyway --

17 All right. I want to stress that the sealed
18 Applications are due no later than May 15th, 2023 at
19 two p.m. Eastern Standard Time in eMMA. Please allow
20 yourself enough time to submit to eMaryland
21 Marketplace. If you have a problem with eMaryland

1 Marketplace -- it is not owned by us; it is owned by
2 the State of Maryland -- you should e-mail
3 emma.helpdesk@maryland.gov for assistance or directions
4 or technical issues. Okay. So I just wanted to put
5 that out there. We will not accept any Applications at
6 that time in any other form; no e-mails, no hand-
7 delivery, FedEx, UPS, (indiscernible). No, we will not
8 do it. You must check the eMMA website for addendums.
9 So it is not our responsibility; it is the
10 responsibility of the applicant to make sure that they
11 have all the necessary paperwork or addendums or any
12 other additional information that has been added. All
13 addenda must be acknowledged and submitted with the
14 Application, so that's why you want to check. You have
15 to make sure that all the requested documents are
16 completed and signed. Okay. Yes, Nikita?

17 MS. REAL: You have a question in the chat.

18 MS. STUDWOOD: Oh, thank you. I didn't even
19 see it. "What kind of addendas might be added to
20 eMMA?" Well, I don't know if Ms. Graham's going to add

1 this -- her presentation. That would probably be
2 helpful. Ms. Graham, will you be doing that?

3 MS. GRAHAM: Yes, I could add the
4 presentation. Everything I think -- I think it's word-
5 for-word copied from the RFA, but we could do that
6 definitely.

7 MS. STUDWOOD: But yours looked prettier.

8 MS. GRAHAM: What did you say?

9 MS. STUDWOOD: Yours looked prettier.

10 MS. GRAHAM: Oh, okay. Thanks. Well, yes,
11 it can be added.

12 MS. STUDWOOD: Other items -- thank you.
13 Other items that can be added -- that would be added to
14 eMMA would be an extension of a deadline, an addendum,
15 or additional information, or something removed. So
16 those are the type of things that will be uploaded to
17 eMMA. Did I answer your question, Mary?

18 MS. FRANK: (Nods head affirmatively.)

19 MS. STUDWOOD: Okay. Any other questions?

20 (No response.)

21 MS. STUDWOOD: Okay. Well, all right. So I

1 thank -- again, Applications are due May 15th, 2023.
2 Make sure you pay attention to the questions due date,
3 so you should -- if you go home, or you're already home
4 some of you, and say "I have a question," you should
5 start submitting your questions so that we can do a
6 huddle and get you a, you know, clarification. All
7 answers -- questions and answers will be posted to
8 eMaryland Marketplace. Okay? And, again, check eMMA
9 regularly. Something might change; it might get
10 extended or might not get extended; it might get
11 shortened. No, that might not happen, but -- can you
12 tell I'm sleepy? All right. So if nobody else has any
13 other questions, you can definitely again send your
14 questions in and the MDH staff will be happy to answer
15 them and they can be posted. But I want to thank
16 everybody for their time today, and good luck. Oh, I'm
17 sorry. Kyran.

18 MR. RICHARDSON: Yes. I just wanted to ask
19 quickly, the slides that Ms. Graham just went through,
20 will we be provided those as well?

21 MS. STUDWOOD: Yes.

1 MR. RICHARDSON: I just wanted to make sure.

2 MS. STUDWOOD: Yes, I will -- she has agreed
3 to upload them to eMaryland Marketplace, so you would
4 go there and download them.

5 MR. RICHARDSON: All right. Sounds good.
6 Thank you.

7 MS. STUDWOOD: All right. Great. All right.
8 Any other questions?

9 (No response.)

10 MS. STUDWOOD: All right. So that being
11 said, again I want to thank everybody for coming and
12 for your time and good luck. Goodbye now.

13 (Whereupon, at 2:33 p.m., the Pre-Application
14 Conference was concluded.).

15 .

16 .

17 .

18 .

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CERTIFICATE OF NOTARY

I, Deborah B. Gauthier, Notary Public, before whom the foregoing Pre-Application Conference was held, do hereby certify that said Pre-Application Conference is a true record of the proceedings; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the Pre-Application Conference was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

Deborah B. Gauthier

DEBORAH B. GAUTHIER,
Notary Public in and for the
State of Maryland

My Commission Expires: October 17, 2023

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